

ADDING AN IMAGE TO A COST ITEM

Locate the image you would like to use, copy and paste it into your HomeTech folder using the path below

Local Drive (C:)

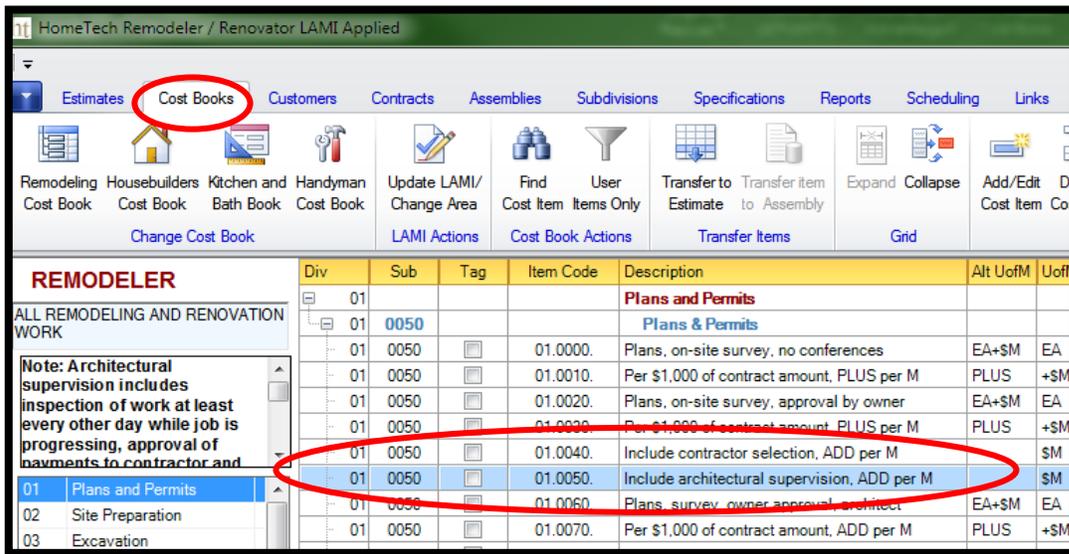
Users

Public

HTAdvantageData

HTAdvantageData is where you want to paste the image

Click on the cost book tab and highlight the cost item you wish to add the image to.



Right click on the highlighted cost item and select "add/edit cost item"

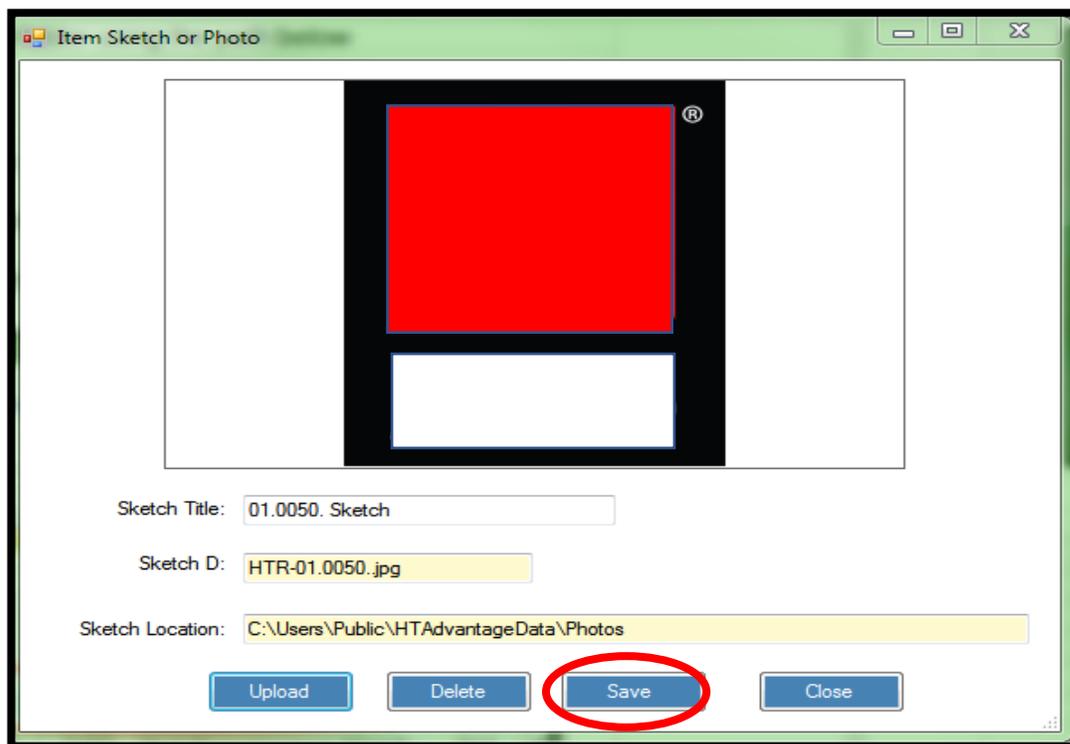
Description	Alt UofM	UofM	Material	Labor	Sub	Oth
Plans and Permits						
Plans & Permits						
Plans, on-site survey, no conferences	EA+\$M	EA	0	0	0	20
Per \$1,000 of contract amount, PLUS per M	PLUS	+\$M	0	0	0	1
Plans, on-site survey, approval by owner	EA+\$M	EA	0	0	0	60
Per \$1,000 of contract amount, PLUS per M	PLUS	+\$M	0	0	0	5
Include contractor selection, ADD per M		\$M	0	0	0	6
Include architectural supervision, ADD per M		\$M	0	0	0	2
Plans, survey, owner approval, architect	EA+\$M	EA				60
Per \$1,000 of contract amount, ADD per M	PLUS	+\$M				9
Building permit fee	EA+\$M	EA				5
Per \$1,000 of contract amount, ADD per M	PLUS	+\$M				1
Site Preparation						
Paving & Sidewalk Demolition						
Remove driveway with machine	EA+SF	EA	0	485.13	0	0
Remove driveway with machine, PLUS per SF	PLUS	+SF	0	0.5	0	0
Remove driveway with pneumatic tool		SF	0	1.79	0	0

From the top menu bar select "Add item sketch or photo"



You should be taken to the right location by default, double click the image you have selected. If by default you are not in the HTAdvantageData folder follow the path at the beginning of this tutorial.

Once your photo appears select "Save"



This is what it should look like

REMODELER Last Updated: 2/7/2015

Division: 01 SDiv: 0050 USER CHANGED

Item Code: 01.0050 UoF: \$M Item Description: Include architectural supervision, ADD per M

Material Cost: 0.00 Alt UoF: Alternate Desc: Add architectural supervision, ADD

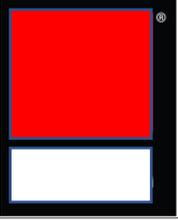
Labor Cost: 0.00

SubC Cost: 0.00 SHORT SPECIFICATION: ALL REMODELING AND RENOVATION WORK Spec Codes: 01.0000, 01.0020

Other Cost: 25.00

Man Hr/ UoF: 0.000 DETAIL SPECIFICATION:

CLICK FOR LARGER IMAGE



Note: Architectural supervision includes inspection of work at least every other day while job is progressing, approval of payments to contractor and on the job conferences with contractor and customer when required. No direct supervision of workers or preparation of material lists is included. A recommended architectural fee for full service is 13% of total job price (the amount that the customer pays for the work).

In addition to building permit fee. Cost and price are based on total amount of job. Foundation plans, floor plans, elevations, sections, as required. Includes on-site survey & measurements by designer, including conferences with and approval of plans by owner.
EA = Total job
PER \$1,000 = Per \$1,000 of total job cost (contractor's cost) or job price (price to customer).